

**Tennessee Department of Mental Health and Substance Abuse Services  
Announcement of Funding  
Substance Abuse Needs Assessment and Strategic Plan  
Proposer Written Questions**

**Question: If the proposer has primary offices located in other states but has staff physically located in TN that will have primary responsibility for this project, is that sufficient to meet the requirement of having an office located in TN (2.3 proposer eligibility)?**

Answer: Yes, if that space is utilized as your place of business.

**Question: I was wondering about the eligibility requirement of “Must have an office located in Tennessee.” How is office defined? Would shared space meet this requirement?**

Answer: An office is defined as a space that is utilized as your place of business. Shared space would meet this requirement.

**Question: Although the introduction to the AOF states that the scope of work is for a Needs Assessment and Strategic Plan, the five components of the proposal narrative only address needs assessment and program evaluation. Does the scope of work also include a strategic plan or just a needs assessment that will be used to develop a strategic plan?**

Answer: The scope of work will include the proposer developing a strategic plan from the information gathered by the needs assessment and program evaluation.

**Question: What is meant by “technology resources to support evaluation assessment?”**

Answer: A proven track record of using advanced statistical programs to perform the scope of work.

**Question: Our finance office is wondering if this proposed work is federally funded via the State’s federal SABG.**

Answer: This project may be funded by federal funds, state funds, or a combination of both.

**Question: Section 1.1.1. Prevention, 1.1.2. Treatment and Recovery, and 1.1.3. Criminal Justice Programs describe target populations for this needs assessment. In in the document (including sections 2.3.1.5. and Proposal Narrative 5.), the following data collection methods are described: quantitative data, community meetings/forums, case studies, focus groups. Is TDMHSAS's expectation that data will be collected primarily from organizations serving the target populations described in section 1.1.1., 1.1.2., and 1.1.3.? Alternatively, should we plan to collect data using the described methods directly from individuals in these target populations? Or a combination of both organizations and individual members of the target population**

Answer: Your proposal should reflect how you will meet the requirements in 1.1.1., 1.1.2., and 1.1.3.